

# GHC Family Handbook 2022–2023

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## Our Vision

Our purpose is to unify and serve the unique needs of Grace Church's homeschooling families and those in the Bible-believing Christian community. We want to support the call to educate our children at home by providing a variety of academic and enrichment classes under the spiritual covering of the pastors and elders of Grace Church of Fredericksburg. It is our hope that these classes would help to strengthen the relational experiences among homeschool families at Grace Church. Supporting each other in this way could provide fellowship for parents and students taught at home, as well as provide an avenue for activities that benefit from group instruction. Above all else, we want to bring glory to God in all we do.

## Statement of Faith

Respecting this Statement of Faith is a condition of membership and leadership in Grace Homeschool Co-op. It is not a goal of our organization to focus on growing ourselves or to seek approval from those who disagree with our philosophy, decisions, or activities.

Our Statement of Faith includes only those truths upon which all true Christians agree. It concerns the Person and Work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Eph. 4:5), which distinguishes believers from non-believers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity (Rom. 15:7). \*

*We believe the Bible to be the inspired, authoritative, infallible and inerrant Word of God. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.*

*We believe that for the salvation of a lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.*

*We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life and to perform good works.*

*We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.*

*We believe in the spiritual unity of believers in our Lord Jesus Christ.\**

*\*Adapted from HSLDA and from the National Association of Evangelical's Statement of Faith*

## GHC Basics

GHC is not a school nor are we accredited by any state or national educational agency.

The GHC instructors are either a veteran homeschool parent, a retired/certified educator, or a work-world professional. Each has a background in the respective coursework, a passion for the subject, and a desire to prepare students for life.

Should you include GHC as part of your family's homeschool journey, please consider your student's ability to self-govern. If a student is unable to govern personal behavior, class participation, accountability for completed class work and good attitude, GHC is not the place.

## Conduct Policies

**Whatever you do in word or deed do all in the name of the Lord Jesus... Col. 3:17**

It is very important that all GHC members realize that we represent home education, and that we should demonstrate exemplary behavior toward our fellow members, tutors, and for the church building that we've been so graciously allowed to use. Please instruct your children that at all times our actions and attitudes should honor our Lord Jesus Christ.

**It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.  
Proverbs 20:11**

The conduct of students, parents, and tutors should comport with biblical values and be consistent with our Statement of Faith. If a concern is brought to the leadership's attention, then that situation will be evaluated by GHC leadership and may be taken to the Grace Church elders, the ultimate governing body of Grace Homeschool Co-op. GHC will always work for a positive solution for the Co-op and all individuals. For the safety and integrity of GHC certain issues might result in a removal from Grace Homeschool Co-op.

The following rules of conduct are required from GHC students as we strive to be an exemplary organization. Students are to read these carefully, and sign to that effect on the family contract. **Parents are responsible for their own children's behavior and must ensure that they are acting in accordance with these rules. Students 10 years and older must sign the Family Contract acknowledging they know and will follow the conduct outlined in this document.**

### **To show thoughtfulness and respect for our host church**

- Do not enter any portion of the church other than the designated co-op area.
- Food must be consumed only in the café or in a classroom with tutor permission. Food is not allowed in the sanctuary, foyer, public areas or any other parts of the building, unless you are on service duty.
- Gum is not allowed in church buildings.
- Bathrooms must be kept clean. Toilet malfunction should be reported promptly.
- Any trash created in the classrooms, lobby, or grounds must be thrown away properly.
- Any spills or messes must be reported promptly to a Board member and cleaned using the Grace Church Spill Bucket located in the foyer under the desk. Spills should not be left for others to handle.
- No running or loud active play is allowed in the hallways, classrooms, or lobby.
- No dangerous or damaging items are allowed in the building (i.e. baseballs, knives, lighters, matches, water guns).

### **To show thoughtfulness and respect for our tutors**

- Students arrive to class on time; gather your things promptly to allow the next class to begin on time.
- Students complete your assignments as requested, and be responsible to bring them back when asked.
- Parents will respect the tutors' requests and will ensure their requirements are honored.
- Parents will approach any concerns in a respectful, productive manner.
- Listen attentively in class. Do not visit with classmates while the tutor is speaking. Raise your hand rather than interrupting.
- Inappropriate attitudes and language are unacceptable and are subject to discipline.
- No distracting electronic games or students' personal music may be used in the classroom.

### **To show thoughtfulness and respect for all participating families**

Do to others as you would have them do to you. Luke 6:31

Let no unwholesome word proceed from your mouth, but only such a *word* as is good for edification according to the need of *the moment*, so that it will give grace to those who hear. Ephesians 4:29

- Conduct yourself in a way that your words and actions promote unity and encouragement.
- Avoid disrespectful, offensive, rude, or immoral behavior.
- Avoid gossiping about one another. Handle conflict privately and biblically.
- No public displays of affection except short hugging are allowed during co-op hours whether inside or outside the building.
- **Bullying and harassment** will not be tolerated. "Bullying" has become a cultural buzzword. The GHC board defines bullying as written, verbal, or physical conduct that adversely affects the ability of one or more people to participate in or benefit from GHC's activities by placing the person(s) in reasonable fear of physical or psychological harm.
- **Drugs and alcohol are not permitted on Grace Church property. Members should not enter the facility while under the influence of drugs or alcohol.**

### **To show thoughtfulness and respect for GHC leadership**

If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person. Matthew 18:15

...if it can't be resolved, then...

But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If the person still refuses to listen, take your case to the church. Matthew 18:16-17

- Bring input and opinions to the GHC Board in a responsible and respectful manner. Please recognize that their leadership is voluntary, and as such please afford them a good measure of grace and gratitude.
- Handle personal conflicts privately and Biblically. Parents should contact tutors/parents first if they have concerns. If there is not a satisfactory resolution of the situation, parents should then contact the GHC Board.
- In the unfortunate event that a member's behavior is contradictory to the Code of Conduct in the GHC Handbook and causes GHC personnel unnecessary concern or excessive work, the family will receive a phone call or email from a GHC Board member regarding their behavior, upon the first incident. Should a second incident occur, the offender may be removed from the co-op for the remainder of that semester.

## The following is a partial list of bullying/harassment behaviors that will not be tolerated

The Lord detests lying lips, but he delights in people who are trustworthy.  
Proverbs 12:22

- **Verbal Bullying:** includes teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, and any deliberate degrading remarks about another person's character or physical appearance in a manner that does not reflect respect for the individual.
- **Social Bullying:** involves hurting a person's reputation or relationship by such things as leaving someone out on purpose, telling other children not to be friends with another student, spreading rumors, and intentionally embarrassing a fellow GHC member in public
- **Physical Bullying:** involves hurting a person's body or personal belongings by such things as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things and making mean or rude hand gestures
- **Cyber Bullying:** involves the use of electronic information and communication devices to willfully and repeatedly harm a person(s) through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to: sending false, cruel, vicious messages, creating websites that have stories, cartoons, pictures, and jokes ridiculing others, breaking into an email account and sending vicious or embarrassing materials to others, engaging someone in electronic communication and tricking that person into revealing sensitive personal information and forwarding that information to others, and/or posting of a student's picture without their permission
- **False Reports:** People who file false reports of bullying or harassment will be subject to disciplinary action.

### Dress Code

Students, parents, and tutors - please dress modestly. Those not adhering to the dress code will be asked to change.

The following are against our dress code:

- shorts and skirts shorter than fingertip length
- skirts should be no shorter than 2" from the knee
- jeans that display holes above fingertip length
- visible spaghetti straps, bra straps, or tank tops less than 2" wide
- off the shoulder tops
- clothing that reveals cleavage
- clothing that reveals the midriff area
- shirts with inappropriate pictures or slogans
- pants or shorts with wording across the buttocks, and visible underclothing

### Discipline Procedures

In the unfortunate event that a member's behavior is contradictory to the Code of Conduct in the GHC Handbook and causes GHC personnel unnecessary concern or excessive work, the family will receive a phone call or email regarding their behavior upon the first incident. Should a second incident occur, the offender will be removed from the co-op for the remainder of that semester.

**Participation in GHC is a privilege. The GHC Board, if faced with continuing conduct violations by a parent or student, can terminate the student's enrollment contract. No refund will be given.**



## Student Qualifications

In order to register a child for GHC, the child must meet the following criteria:

- The child must be 4 years old as of August 31<sup>st</sup>.
- The child must be toilet trained.
- The child must not cause any kind of physical or vocal disruptions during class.
- The child must have the capacity to participate fully in class activities, with minimal assistance, including staying seated as necessary for a 55-minute period.
- Registering parent must be the legal guardian of the child, or has worked with the Board in obtaining an exception.

If your child **does not** meet the above criteria, then a meeting will be scheduled with the GHC Board to discuss the child's unique needs. If the board and tutors feel these needs can be met at the Co-op, then the child will be allowed to register for the approved classes. Please understand that we are not equipped with the resources or qualifications to provide special accommodations.

For the success of your student, please do not register any of your children in classes where they have not met the grade or pre-requisite requirements without prior tutor and GHC Board approval. Students placed in inappropriate classes will be removed and no refund will be given.

## Communication/Social Media

Photos of student(s) may be taken during GHC classes by GHC Admin, Tutors, and CAs. These are to be used in the slideshow that is presented at the fall and spring showcases. Slideshows are never saved, distributed, or published in any manner. During the Showcase presentation parents and relatives may record/photograph the performance and GHC has no control over where these are published. On occasion, tutors may send pictures/video of activities done in class with their email updates and/or in a closed Facebook group. Please contact the individual tutors for their use of photos taken in class or to 'opt out' if you wish.

Members' posts on the Facebook page or through the website Announcement forum are in no way sponsored by Grace Church of Fredericksburg or Grace Homeschool Co-op. An individual member's support of or attendance to these events is at their own discretion and risk. These resources are provided to help build community, and the content of posts are solely the opinion and responsibility of the poster.

### Website

Current/Active Grace Homeschool Co-op members have access to the private side of the Grace Homeschool Co-op Homeschool-Life website.

- Members should have their website settings to allow forum notices to be received.
  - Members will be automatically added to class forums for the classes their child is registered in and settings will be preset to receive communication from tutors and staff.
- At the end of the academic year, non-returning members will be removed from the private side of the website.
  - It is advised that you download any course descriptions, calendars, or class information before the last day of GHC classes

### Social Media

GHC maintains 2 Facebook profiles.

- "Grace Homeschool Co-op" is a public page used to share general information.
- "GHC Community (Fredericksburg, VA)" is a private Facebook group for current GHC members

- This group is used to advertise Co-op and community events that members might find interesting.
- Members may post to this group. Posts are moderated and may take up to 24 hours to be approved.
- At the end of the academic year, non-returning members will be removed from this Community Facebook group.

### Remind App

The Remind App is used to send text alerts. These texts may consist of time sensitive notifications such as weather cancellations, emergency notices, and important reminders. These notices will also be posted on the website home page, emailed through the forum, and possibly posted on the GHC Community Facebook page.

However, you do not have to have a smartphone to utilize this service. You can also create a Remind App account that will send alerts to your email, if you wish.

Here is how to sign up for the Remind App:

1. Click: Remind App to learn more about the Remind App.
2. Due to the public nature of this handbook, we respectfully request that new members receive membership approval and are granted access to the website before subscribing to our class notifications page. All instructions that are needed to subscribe to this notification system can be found on our Registration Dates & Instructions Page, step number 6. Please contact ghcreg@gmail.com with further questions or concerns.
3. Once you have signed up you can choose how you receive your notifications by following this path. In the upper left-hand side of your screen, where your name appears w/ a small down arrow, click the down arrow>account settings>notification preferences.

## About GHC Service Duty

The purpose of service duty is to ensure that we are good stewards of our building, and ensure a safe and positive atmosphere for our students. *The greatest benefit of Service Duty is that it allows parents who are not tutoring or working to leave the building during their student's classes.*

Registration for Service Duty will take place after the drop date.

Service Duty workers are used on Mondays and Wednesdays. Who qualifies for Duty is different on each day.

Monday GHC Service is for any member who is not a tutor, classroom assistant, or involved in the co-op administration on Mondays.

Wednesday GHC Service is for any member with a student registered in a class that meets on Wednesdays, who is not a tutor or classroom assistant on Wednesday, or part of the GHC Staff.

**After the last day to drop classes for a refund occurs**, members who have service duty, will have the opportunity to select days and time slots to complete their required number of service duties. It does not matter how many children you have enrolled or how many hours of classes you attend. The slots are divided up as evenly as possible among qualifying families. Slots are first come, first served and members must select from the available slots, if they do not fit that particular member's needs, after the start of the semester they are welcome to post a swap need on the Service Duty Forum. Those who fail to select slots will be placed by the Service Coordinator to fill the empty slots.

**New members or any returning member that has not had service in the past year** will need to sign up for a training session. This required meeting will either be held virtually before the start of GHC or on the first day of GHC.

There are some stations that are not ideal for parents who have small children serving with them; you must sign up for a station listed as: "Open to all." If you will not have a younger child sitting with you, you may choose from Parent only or open to all stations. We ask that you choose a "parent only" slot if available on the date/shift you are looking for but may sign up for an "Open to all" slot if those are the only slots available to you for a date/shift you desire.

## **GHC Service Duty Contract Responsibilities and Policy for Monday & Wednesday**

**Members are required to sign the Service Duty Contract before registering.**

### **Who is required to do Service Duty?**

- All parents who are not a tutor or a full-time classroom assistant (CA) in a GHC class are required to work a minimal amount of shared service duty shifts per semester of a given GHC year. **Tutors and CAs are exempt from duty on the day they tutor but do have service on the meeting days that they do not tutor, if their student has classes on days they do not tutor.**
- You are allowed to bring small children or siblings not involved in GHC to your station, but you must be able to fulfill your station requirements safely. At registration it is important to provide the coordinator with your intent to have a younger child at your station as not all stations are suitable for small children.
- GHC Members or members who have not done Service Duty in the past year must attend a training session to work Service Duty. If you do not attend training, you will have to hire another member to work for you. Any conflicts should be communicated to [ghcserviceduty@gmail.com](mailto:ghcserviceduty@gmail.com) **prior** to the training. Others can come optionally for a refresher. Training will be either held virtually before the start of GHC **or** on the first day of GHC. This is TBD.

### **How are service shifts/stations assigned?**

- After the last day to drop classes for a refund has passed, each family will have the opportunity to sign up for 5 Service Duty Shifts per semester. There are three shifts on Monday (for Wednesday, see below):
  - **10:15-12:15** (1<sup>st</sup> Shift)
  - **11:50-2:10** (2<sup>nd</sup> Shift)
  - **1:50-4:15** (3<sup>rd</sup> Shift).
- The number of slots finally assigned to each eligible family varies with the number of weeks in a semester and the number of families at GHC.
- The Service Coordinator may need to remove slots from members who signed up, and reassign them to members needing slots.
- GHC makeup days should be noted on every member's calendar. If a regular GHC day is canceled for any reason, the members assigned on the canceled day will have their shift moved to a makeup day.
- Slots are first come first serve and members need to pick from slots available, they can ask to swap slots once the semester begins if they need a different time slot to fit their needs.

### What if I cannot fulfill my obligation?

- You may pay another member (\$25 per shift) or you may trade shifts with another GHC parent to work your service, provided he/she has a background check on file with Grace Church. The member assigned the shift on the GHC Service Duty Schedule is responsible for reminding the member they hired or swapped with. If the station has to be filled by the Service Duty Coordinator due to a no show, the member assigned the shift on the schedule is ultimately responsible for the sub fee.
- **GHC members are personally responsible for finding and paying their own replacements for shifts they are not able to work. Please utilize the Service Duty Forum to post your requests.**
- If you have not shown up by 10 minutes after your shift has started, a co-op member will be found to fill your station until you arrive. Upon arrival, you must provide compensation whether monetary or through trading shifts with the person covering for you.
- A substitute is to be paid by the following week. A student(s) may be prevented from attending class if a payment is overdue.
- Should the absent parent fail to pay the substitute fee at the close of a semester, that family will be prohibited from signing up for any future GHC classes until those fees are paid in full to the substitute family.
- A family that withdraws from GHC must notify the Service Coordinator by the Monday before the first day of GHC classes for each semester or they will be responsible for making sure their service duty is covered, either by working the duty or hiring a substitute.
- ***Failure to complete your service duty assignments will result in not being able to register for any GHC classes in the future.***

### Who can do Service Duty?

- A member must have a current background check on file with Grace Church.
- Must be 18 years or older and not currently taking classes at GHC.
- Must be part of a family that is a current member of GHC – any exceptions must be approved by the GHC Board.
- They must have attended a training session – if not trained they must contact the Service Duty Coordinator.
- If a paid sub or someone you swapped with does not show or are not capable of completing the duty, the original holder of the day/slot will be required to pay a hired sub.

### Wednesday Service Duty

GHC has been blessed to have the Wednesday course offerings grow. We are at the point where we have outgrown the Board and Staff's ability to solely man Wednesdays. Any family that has a student taking a class on Wednesday, and who is not a tutor/CA for a Wednesday class, will need to work up to two 3-hour shifts per year.

- Wednesday shifts are:
  - 11:20-2:10 (1<sup>st</sup> shift)
  - 1:50-4:15 (2<sup>nd</sup> shift)
- This sign up will also be held after registration has closed through Sign-up Genius. This duty is completely child friendly.
- This duty follows the same rules as outlined in the Service Duty Contract in terms of swapping day, hiring a sub (\$25 fee), and who can serve (must have a background check).
- Wednesday Service does not replace a Monday Service.
- The greatest benefit of Service Duty is that it allows parents who are not tutoring or working to leave the building during their student's classes.

# Safety

## Absences

Please email your tutor if your student will not be in class so they can plan accordingly.

Classes at GHC are a year-long commitment for each class in which our child is enrolled. Excessive absences (4 consecutive class days or 8 classes total in a semester) will result in your family being bumped down to New Member registration status even though you are a Current Member for the following year's registration. This does not include extended illnesses, births, deaths, or other extenuating circumstances that have been communicated to the tutors and the Board.

## Background Checks

All persons 18yrs. and older working as a tutor, assistant, service duty worker, on all members of the set-up/reset team, or must have a background check done by Grace Church of Fredericksburg.

- Background checks must be submitted at least 2 weeks in advance before working with children.
- There is a fee of \$10.00 per background check. Please see the "Registration Information" and "Fee" sections of this document for more details.
- Members of Grace Church do not have to pay the background fee.
- Background checks are renewed every three years and a GHC Admin will contact you when you need to resubmit your information and pay \$10.

## Injury/Incident Reports

In the event that an injury or incident occurs to a student while in class, signed into the café, or going between classes, an Injury/Incident Report will be completed.

## Family members who are not actively participating in GHC

Siblings, relatives, and family friends, older than 16, who are not registered in a GHC class may not be on the premises during GHC. Any exceptions must be requested in an email to the GHC Board. They must be accompanied by an adult at all times. Anyone 18 or older who will be in the building regularly who is not in class is required to have a background check on file.

## Parking Lot/Playground

For the safety of all participants, no child or teen is allowed outside the building or in the playground during class time without direct adult supervision. Current families can use the playground at their own risk.

## Perspective Member Tours

No unregistered students may attend or visit classes. Parents who wish to tour the facility are asked to please contact the administrator via the GHC website two weeks in advance. Visitation is not permitted the first week of a semester and the last 2 weeks of a semester.

## Sign-in/Sign-out procedures for Mondays

- On the first day of GHC you will be asked to sign the Health Screening form. By signing your child in every week, you are affirming you are following the policy. See Illness Policy below.
- All students who do not have a driving waiver, on file, must be signed in and out of co-op by **a parent or a designated adult**. Sign-in sheets are maintained by the Service Duty Workers at the table in the foyer each Monday.
- On the sign-in sheets, every student must have an individual time written next to their name. One set of initials can be used for a group of siblings.
- If a child or teen is signed out of the Co-op, he/she must either leave the premises or be in the company of an adult. The student may not stay in the café, be on the playground, or any other part of the building or parking lot. Injuries or incidents that occur involving a student that has been signed out are not under the jurisdiction of GHC.

## **Sign-in/Sign-out for Driving Teens**

- Parents who wish for their teens to drive themselves in at GHC but must sign the Student Driver Waiver for their child, which can be found on the GHC website.
- Teens may not sign themselves in and out of the co-op unless they are driving themselves to or from co-op.
- If your driving situation changes during the co-op year please complete, sign and turn-in the waiver to the Service Duty Coordinator before sending your teen driver.
- Teen drivers transporting siblings may sign their siblings in and out of co-op as long as the driving waiver has been signed.

## **General Policies**

### **Class Evaluation**

Members are encouraged to complete the Class Evaluation forms when posted online. This helps make sure classes are meeting members' needs and expectations. Please fill out one per class per student. Feedback is shared with the tutors but no names or identifying material is revealed.

Members and Tutors are encouraged to communicate beyond the class evaluations, the class evaluation is only one tool to help facilitate discussions.

### **Field Trips**

Opportunities to join field trips with other GHC families will be announced on our website forum and Facebook pages or with a specific tutor and class. Parents are solely responsible for their own child(ren) while on field trips. Field trips are open to only current GHC members.

### **Illness Policy**

The first week you will be asked to sign the Health Screening form. Each following week when signing in your children(ren) you are affirming the Health Screening Statements to be true and your child(ren) to be healthy. GHC's illness Policy is as follows:

Your child(ren) may attend GHC if:

- Your child(ren) has NOT tested positive for the flu or COVID-19 in the last 7 days.
- Your child(ren) has not been directly exposed to someone who has tested positive for the flu or COVID-19 in the last 7 days.
- Your child(ren) has not experienced any flu-like symptoms in the last 72 hours: fever of 100.0 or higher (without being on fever reducing medicine), cough (non-allergy related), sore throat, respiratory illness, difficulty breathing, or loss of taste.
- Your child(ren) has not vomited in the last 48 hours.
- Each week I will affirm at sign-in the accuracy of the above statements with my initials.
- If something changes within 48 hours of being at GHC, and my child(ren) begins showing signs of illness, I will notify a GHC Board Member.

We ask that all members of the family stay home if one member (even if it is a family member who does not attend GHC) has had any of the following in the last 72 hours:

- Fever
- Vomited
- Contagious condition
- Flu-like symptoms

***Please wait to attend until the whole family is illness free.***

### **Mask Guidelines**

GHC has had mask guidelines that have varied with fluctuation of gubernatorial mandates. You should be prepared to wear masks if needed to meet our goal of in person classes, and also be comfortable that we respect a family's right to dictate their individual health decisions.

## **Significant Allergies-Peanut/Nut Policy**

If your children have any significant allergies, please inform their teachers.

- If your child's medical status changes, please update their medical form.
- GHC Administration and staff are not trained on EpiPens.

GHC allows nut containing products in a limited area of the building:

- Peanut and nut containing items will be allowed in the café.
- During lunch hours, 11:30-11:45am, peanut and nut containing items will be also allowed in rooms 107, 110, and 111.
- The lunch room 108 will remain nut-free even during lunch time.
- If you send a nut product with your student to be consumed, we ask that you remind them to wash their hands once they are done eating. Please emphasize to your student the item is not meant to be consumed during class time and only in the designated rooms and times.
- We ask that no snacks meant to be eaten in a classroom contain nuts.
- We ask that tutors do not distribute nut containing snacks to their classes.
- Tutors should ask for any allergy related issues in their introductory email to families so they are aware of any student needs. Certain classes might go nut-free to meet a student's needs.
- If a class is to have any type of project around food, or parent provided snack for the class, it should be nut-free.

## **Inclement Weather**

GHC Board Members will make a decision regarding classes, and members will be notified via GHC e-mail, Remind app, and website by 7:00 am the morning of Co-op. If snow/sleet starts while GHC is in session please realize we may dismiss classes early for everyone's safety. The Co-op does not follow any school district cancellations.

- Option 1 - GHC cancels for the day and would use the next makeup day. Anyone working service, set-up, or reset on the day canceled would be rescheduled to work on the makeup day.
- Option 2 - 10:30 classes and lunch is canceled, starting the day with 12pm classes. 1st shift service does not have to come to work, service starts with the 2nd shift. Set-up arrives by 11:15.
- Option 3 - certain classes have a virtual class, this would count as a regular day of classes. Service, setup, and reset do not make up this day.
- Wednesday class may opt to meet virtually, if possible, if travel is deemed not safe.

## **Lost & Found**

Please check the GHC box in the church lost & found closet located in the foyer. Please do not call the church. All items found will be placed in the box during clean up. Neither Grace Church or GHC will be responsible for lost items. [Periodically Lost & Found will be donated and cleaned out.](#)

## **Medicines**

No GHC member should dispense medicines to any GHC student, unless it is their child. GHC will not assume any responsibility for the administration of any medication. For those children who may need emergency Epi-Pen injections, insulin injections and all other medications, it is the parent's responsibility to make arrangements with a qualified parent, to administer it in an emergency.

## **Notice of Intent to School District and Documentation**

Please consult Home School Legal Defense Association, HSLDA, ([hsllda.org](http://hsllda.org)) and Home Educators Association of Virginia, HEAV ([heav.org](http://heav.org)) for the most current guidelines. GHC does not keep records from year to year. Parents are responsible for printing any course descriptions or calendars.

## Planning Survey

This is used to help GHC Board and staff plan classes for the upcoming year. It is very important to have every members' feedback (returning and non-returning) to ensure the Co-op can meet the members' needs. This is everyone's opportunity to give class suggestions for the upcoming year, rate classes for their student's grade, and help determine any GHC format changes.

## Showcase

At the end of the Fall semester tutors might offer the opportunity for parents to come into the classroom and watch a presentation. There will not be a Fall Showcase.

At the end of the Spring semester, the Grace Homeschool Co-op holds a Showcase for some performing classes to share what they have prepared and learned over the semester, and for the art classes to display their artwork on prepared tables. At the Spring Showcase, we honor our graduating seniors who have been a student at GHC for at least one full semester and/or an assistant at GHC during the current Co-op year. The Spring Showcase is followed by a reception time for all families and friends. All Co-op families are invited to share in this special event, even if they do not have children in the performing or art classes.

- If you have a student performing, displaying art, or participating in the evening in some way, you are required to work in some capacity on the evening of the event.

## Textbook Editions

Always check with tutors before purchasing textbooks or any class materials to be sure you are purchasing the correct items.

## Visitors

Per Grace Church of Fredericksburg policy, no one is allowed in classes or the building during co-op hours without prior approval from the GHC Board, unless they are an enrolled student, parent of an enrolled student or engaged in some other church-approved function. Siblings\* or friends of any age not enrolled in the co-op are not allowed in the building during co-op hours unless authorized ahead of time by the GHC Board. Driving teens who are transporting siblings are permitted for that purpose, but may not loiter in or around the building. \*Younger siblings are allowed to be with their parent at GHC.

## Weapons/Firearms

We ask that all weapons/firearms are secured in your vehicle while GHC is in session. If you have questions, see a Board member.

## Cafe Policies

A café service duty worker shift begins at 10:15am each Monday, so no students are allowed in the café prior to 10:15am. Parents, please keep your children with you if you arrive prior to 10:15am, and do not allow them to roam around the building unsupervised. Please be mindful of the pastors and church staff that are working during the hours that we are taking classes.

Any student who is 10 or older and who is not being accompanied by an adult must be in the cafe if not in a class.

### Café Etiquette

- Leaving the cafe for classes, can be done only at 5 till the hour.
- Voices should be conversational (inside voices).
- Electronics should be silenced or used with earphones.
- Messes are to be cleaned up by those who made the mess-before leaving everyone should slide in your chair, check the floor and table for mess, and throw out any trash.
- Students can sign out one at a time to use the bathrooms.



## Lunch Policies (Monday 11:30-11:55)

Students enrolled in a **Monday or Wednesday class from 10:30-11:25** have the opportunity to have a lunch period in either room 107 (Dance Room) or the Café. Food will not be allowed anywhere else in the building as is the normal policy. Students in Room 107 will be able to spread out on the floor and group as they see fit. The café will have the usual chairs and tables for their use. For a student to be allowed the privilege of participating in this opportunity they must understand and follow the rules and policies listed below:

- Students must be in either Room 107 or the café by 11:30. Only the Café is available on Wednesday.
- No roaming the halls or swapping between rooms, even to use the microwave in the café so please plan accordingly.
- Students may not be in the foyer or any other area unless they are accompanied by their parent.
- Students are responsible for cleaning not only their space but the space they ate in at the end of the period. A Service worker will instruct students on what needs to be done to complete cleaning. Clean up will start no later than 11:50. Cleaning duties lunch students might be asked to perform may include but are not limited to:
  - Sweeping floors
  - Taking out trash/replacing trash bags
  - Wiping down tables/countertops
  - Resetting chairs and tables (café)
- Students may not leave the area until the cleanup has been completed and approved as done.
- Please see the modified nut policy for where and when nut products are allowed at GHC.
- No rough housing or running around.
- As there is only one microwave, you are highly encouraged to bring lunches that do not require heating.

## Wednesday Policies

- Families with classes on Wednesday have to sign up for Wednesday Service Duty. This is a requirement for any member who is not a tutor on Wednesday. Please see the Service Duty for more information.
- Sign-in and Out procedures and rules are the same as those stated above for Monday.
- All students who are not enrolled in a Wednesday class must be accompanied by their parent or designated adult at all times.
- The playground may be used, but all students must have direct and active parent supervision.
- Wednesday enrolled students may only be in their classrooms or the cafe.

## The People of GHC

### **Director and Tutor Liaison - ghctutors@gmail.com**

- Addresses membership policy questions
- Onsite during Monday classes
- Creates class schedule
- Works with tutors during the year
- If needed helps parents and tutors communicate

### **Media and Communication Coordinator - ghc.questions@gmail.com**

- Handles Facebook requests and posts on both the public and private Facebook pages
- Handles website memberships
- Works with Grace Church on space requests and issues
- Onsite during Monday classes

### **Events Coordinator - ghceventsinfo@gmail.com**

- Works with the Service Duty Coordinator
- Coordinates showcases
- Onsite during Monday classes

### **Registration & Website Assistant - ghcreg@gmail.com**

- Maintains and updates GHC Homeschool life website
- Helps manage registration
- Prayer Leader
- Leads morning prayer
- Present on Mondays to aid members if needed

### **Service Duty Coordinator - ghcserviceduty@gmail.com**

- Trains service workers
- Creates final service schedule

### **Administrative Assistant**

- Helps the Director, Coordinators, and Tutor Liaison

### **Treasurer**

- Handles background checks, registration checks
- Keeps the budget

### **Tutor**

- Directly paid by parents
- Committed to a year (30 weeks) of classes
- Tutors are sourced from the membership when possible.
- The Board makes an effort to match tutors to Co-op class needs.
- Being a cooperative, and to give members who desire to tutor, an opportunity to have a class, tutors might be limited to the number of classes they are asked to teach. This allows the Co-op to develop a wider base of tutors.
- Members are encouraged to let the Board know that they are interested in a tutoring position and give any specifics (if they have a certain class in mind, age group, or class period).
- With the needs of the Co-op changing yearly, there is no guarantee that if you tutor one year, you will have a class to tutor the next year.

### **Classroom Assistant**

- Hired and compensated by the tutors if needed
- Does not have service duty, assisting in classes takes the place of duty
- Is ready to tutor class if the need arises
- A member may only be a CA in 2 classes, unless they have written permission from the Board.
- A tutor must complete the online tracking form by the date indicated in the "Registration Dates" section of this handbook and posted independently online, for a student to be placed in a spot before registration. After registration is over, a CA's student will only be placed in a tutor's class if there is space. No new spots will be added.
- A "New Tutor-CA Agreement" form must be completed by the tutor and CA and submitted to GHC at paperwork dropoff.
- If a CA is placed in a class after registration, the online tracking form and the New Tutor-CA Agreement form need to be filled out before the Service duty sign-up date for the CA to get exemption from service duty in the first semester.

### **Field Trip Assistant (Elementary school/High school)**

- Plan three gatherings a month per semester
- Advertise events on website, Facebook, and email

### **Community Assistant**

- Hold several events during Co-op Monday hours for moms and tutors

### **Mom's Night Out Planner**

- Offer one Mom's night out a month per semester

### **Babysitting Team**

- Work as a paid workers in the nursery.

### **Set-up Team/Reset Team\***

- Set-up team arrives early enough to have the building set up by 9:45
  - Put out tables
  - Open doors
  - Bring out white boards
- Reset team arrives 3:45 to help close up rooms
  - Put away white boards
  - Put away tables
  - Make sure rooms are neat and tidy
  - Turn off lights

\*All adult members (18yrs and older) of Set-up and Reset teams must have a background check on file if they are in the building.

## Registration Information and Instructions

Current instructions for registration are posted online. Returning GHC members are asked to have their paperwork completed prior to the website opening up to new members, so they can be assigned a registration section time. Registration for classes will be handled in three parts; pre-register by completing paperwork, register for classes online, and drop off payment/forms. **Students must be 4 years old by August 31st, 2022 in order to enroll in GHC's classes. Please see, "Student Qualifications" section for more specifics.**

**Each family needs their own website account. Accounts may not be shared.**

### Open House

GHC's Open House is for returning and prospective members. Tutors will be present to answer questions about curriculum, class scope, and general class questions. Administration will be there to answer any questions about registration, service duty, or GHC policies. You must be a member of the website to attend the open house, and register for the event.

### Join the GHC website or update your current profile

New members should complete the Family Contract and Service Duty contract. If these have not been completed you will not be able to register for classes.

Current members add your **children's grades for the '22-'23 year**, to their profile. Classes will be restricted to a student's designated grade this year. You will also be asked to update your Family Contract and Service Duty Contract. These must be updated before you will be allowed to register, see GHC Registration Calendar for deadline.

### Step 1 – Look over and understand the following documents:

- Re-read "GHC Family Handbook" and make sure you understand and are familiar with ALL Grace Homeschool Co-op policies. Most changes have been highlighted in blue.
- Read the "Waiver of Liability & Hold Harmless Agreement". A copy will be available at paperwork for you to sign and have notarized.
- Read the "GHC Health Screening Form". A copy will be available for you on the first day of GHC for you to sign for each child. After it is initially signed, you affirm the statement when you sign in your student each week on the sign in sheets.

### Step 2 – Look through the selection of classes

You can do this by clicking on class registration and selecting a class from the matrix to see the details or you can select the "GHC Course Catalog '22-'23" pdf from the menu under 'GHC 22-'23.

- If you want your student to potentially enroll in a class that is not within their noted grade level, please attend the Open house to talk with the tutor and Board. The Board has the final say if the registration to the class will be permitted. Please note that in most cases these types of registrations are only allowed at the very end of registration after the student who fit the grade range have had a chance to register.

### Step 3 – Make note of when your section's registration time opens.

This is on the "Registration Calendar" located under GHC '22-'23. This will tell you when your section opens, once opened, a section remains opened until the close date and time.

### Step 4 – Register for you classes during your section's time

At the appropriate time for your section's registration, you will use the same matrix you used online to look at the classes to register for your classes.

### **To add a class**

- Click on “Course Registration & Info '22-'23” located on the left-hand side menu.
- Click on on the class you would like to register in, on the Course Registration Chart.
- Click on the name of the class in which you wish to register your child. Only classes that match your child’s grade will allow you to register.
- Check the box for the child(ren) you wish to register for that class
- Click the 'Register' button, this will complete the registration for this class. Once you click this button your child is registered in the class. There is no “Cart”, YOU WILL NOT GET A NOTICE THAT YOU ARE FINISHED.
- Repeat for each class in which you wish to register each of your children

### **To remove a class or see what classes you are registered in**

- To See the classes, you have registered for - Click on “Classes” on the top right menu bar. In pull down menu “Switch Dashboard View” select “Parent View” if not already on the parent view, then, click on “Future Classes” tab, finally select the “Manage Class Registrations” button located under the “Switch Dashboard View”. Your classes will be listed here.
- To Remove a class – follow the above instruction to see the classes that you have registered for. Once you have your list of classes, you can use the pulldown menu located under status to drop a class from your schedule. Click “Save Changes” on the bottom. Please know that it is then placed back as available and we can not add you back to a class you dropped if another family added it to their registration.

### **Problem shooting**

If a class is not letting your register, here are a few things to look at:

- Is it your sections time to register? The website is set to only allow specific sections start at specific times.
- Some identical classes are offered at different times, did you accidentally pick a class at the wrong time. The website will not allow you to select more than one class for the same time slot for the same child. You can see above how to check the classes you are registered for and how to remove a class if needed.
- Are your grades correct in your profile? You need to put what grade your child will be in for the '22-'23 academic year.
- Are you logged in?
- If you are a returning member did you update your paperwork at the top of your profile? If not you were not added to the retuning members sections. You need to complete that paperwork and send an email to: [ghcreg@gmail.com](mailto:ghcreg@gmail.com). Please understand that it might take time to switch your section to allow you to register.

### **Step 5 – Once you are done registering for your classes, select a paperwork drop off time.**

Please see the “Registration Calendar” for date. **FYI...Failure to submit paperwork and tutor checks at the Paperwork Dropoff at Grace Church will result in forfeiting your online class registration.**

### **Step 6 – If you will have a student who drives**

If you have a student who will be driving themselves and sibling to GHC, fill out the Driver Waiver online form. This will allow the driver to sign in and out themselves and their siblings.

### **Step 7 – Print and fill out**

Print and fill out one “Emergency Medical Form” per student. to be turned in at Paperwork Dropoff.

### **Step 8 – Write out checks, get your money orders, or organize your cash.**

Please note that cash should be the exact amount for each class not just the exact total. You can get class tuition/showcase/materials fee information by clicking “Balance” in the top right menu then

selecting “Invoice & Payments” Tab, then “Current (FY2022)” from the pulldown menu. This will show you the tutor’s name and class fee total.

- Write out a registration check - \$105 Grace Church Members/\$150 Non-Grace Church Members (Non-refundable) make your check payable to “Grace Church of Fredericksburg”
- Web fee - \$10 per family – this can be included in the same check as your registration fee (Non-refundable after June 15<sup>th</sup>)
- Background check fee - \$10 (Non-refundable)
  - NEW MEMBERS ONLY – Non-Grace Church Members\*\* Check for \$10 per person, made payable to “Grace Church of Fredericksburg” for a background check. A link will be emailed to you after payment is received.
  - Returning members will be contacted if their background check is up for renewal.
- Class tuition – one check for each class that includes the Materials Fee, and Showcase Fee if applicable. (Materials fee, Class tuition, and Showcase fee are Non-refundable after June 15<sup>th</sup>)

**If you do not show up and drop off all class and fee payments by 4pm on Paperwork Drop off Day (see Important ‘22-‘23 Registration section), you forfeit your online registration. Your children will lose their registered slots and waitlisted students may fill those slots.**

### **Step 9 – Sign up for the Remind App.**

You do NOT need to have a smartphone to do this. GHC Board and Staff utilize this for emergencies, as well as inclement weather cancellations, and more. To join:

- Text @e66kc4 to the number 81010. You’ll receive a welcome text from Remind.
- If you have trouble with 81010, you can try texting @e66kc4 to (941) 900-3929.

Don’t have a mobile phone? Go to [rmd.at/e66kc4](http://rmd.at/e66kc4) on a desktop computer to sign up for email.

**You do not sign up for Service Duty at Registration. Please see “GHC Registration Dates” for sign up date. Sign up will take place through Signup Genius.**

### **Adding a class after the first paperwork drop-off**

See schedule below to see when members may add classes after the first paperwork drop-off.

#### **Late Registration**

- Instructions will be posted on the website.

## **Fees**

### **Annual Registration Fee - Non-refundable**

- Grace Church of Fredericksburg members: \$105
- Non-Grace Church of Fredericksburg members: \$150
- Registration fee checks can be made out to *Grace Church of Fredericksburg*, this must be a separate check from the background check but can include the website fee.
- Any exception to the annual registration fee must be decided upon and handled by the GHC Board.

### **Background Check Fee – Non-refundable**

- New Non-Grace Church of Fredericksburg members: \$10. A link to complete the Background check form online will be emailed to each family who registers a child in a class *AFTER* we receive your payment for the background check. All tutors, classroom assistants,

and service duty workers must have a background check on file at Grace Church of Fredericksburg.

- Returning Non-Grace Church of Fredericksburg background checks are good for 3 years. A GHC Board or Staff member will contact members whose background check has expired for renewal. These members must complete the online form and pay the renewal fee of \$10.
- Background checks are made out to *Grace Church of Fredericksburg*, this must be a separate check from the annual registration fee.
- Background checks are required for every adult member of the Set-up/Reset team.

#### **Website Fee - Non-refundable after June 15<sup>th</sup>**

- \$10 annual fee per family to cover the website cost.

#### **Class Fee – Non-refundable after June 15<sup>th</sup>**

- **Last day to drop classes and get a refund for tuition – June 15<sup>th</sup>. At this time if you are on a waitlist but registered for a class, at the same time as the waitlisted class you will be dropped from the waitlist since you will not receive a tuition refund.**
- The class fee is determined by the tutor.
- The class fee is paid directly to the tutor and can be combined into one check with the Materials Fee and Showcase fee if applicable.
- In the event that inclement weather or facility issues cause more canceled classes than the number of makeup days in the semester, tuition for makeup days in those classes will not be refunded.
- Any exception to this class fee policy must be decided upon and handled by the tutor of each affected class.
- In rare cases, tutors have life events come up that dictate a new tutor to replace them. This new tutor will follow the original course description for the class. After the drop date, a tutor replacement does not constitute a refundable action. The class fee is still nonrefundable.

#### **Showcase Fee – Non-refundable after June 15<sup>th</sup>**

- Any class that performs in the Spring Showcase, traditionally held on the evening of the last day of Monday classes, pays a per student fee to cover the costs of the event.
- This fee does not apply to classes that have items displayed. Please see the course description online to see if a class has this fee.
- These costs include, but are not limited to: show programs, hiring lighting crew, hiring sound crew, and decorations.

#### **Materials Fee – Non-refundable after June 15<sup>th</sup>**

- The material fee is paid directly to the tutor and can be combined into one check with the Class Fee.
- Any exception to this policy regarding material fees must be decided upon and handled by the tutor of each affected class.

## **Class Withdraw/Drop Policy**

#### **Dropping from a class between paperwork drop off and June 15<sup>th</sup>**

- If you need to drop a class between paperwork drop off and June 15<sup>th</sup>, please email [ghcreg@gmail.com](mailto:ghcreg@gmail.com). The tutor will be contacted and arrangements will be made to have your class fees refunded.

### **Moving off the waitlist into a class, when concurrently registered in another class before the drop date.**

- If you are contacted by the GHC registration team that a spot has become available in a class where your student is on the waitlist, you have 24 hours to accept or decline the spot in the new class.
- After 24 hours the spot will be offered to the next student on the waitlist.
- If you accept the spot in the waitlisted class, the GHC registration team will notify both the tutor of the current class and the tutor of the waitlisted class.
- Payment arrangements for the new spot in the waitlisted class will be made by the registration team.
- The registration team will notify the current class tutor of the need for a refund.

### **Dropping a class after June 15<sup>th</sup> but before registration totally closes.**

- The last day to drop a class and get a refund for tuition is June 15<sup>th</sup>. The background check, and the Registration fee are non-refundable.
- If you need to drop a class between paperwork drop off and June 15<sup>th</sup>, please email [ghcreg@gmail.com](mailto:ghcreg@gmail.com).
- Any student on a waitlist that is also registered in a class at the same time as the waitlisted class, will be dropped from the waitlist. This will be done because you will no longer be eligible for any class fee refund from the registered class.
- If you drop a class after the drop date from a class that has a waitlist of students, and a student from the waitlist accepts the open slot, once the tutor has received payment from the new student, you will receive a refund. If there is not a student placed in your spot, you will NOT receive any refunds.

### **Dropping a class between the close of all registrations and the first day of classes.**

- The last day to drop a class and get a refund is June 15<sup>th</sup>. See above if you drop from a class that has a waitlist.
- If you need to drop a class between paperwork drop off and June 15<sup>th</sup>, please email [ghcreg@gmail.com](mailto:ghcreg@gmail.com).
- Once all registrations close all fees become non-refundable.

### **Withdrawing from GHC or dropping a class after the first day of classes**

- If you need to drop a class after the first day of classes at any time during the school year
  - **Please notify the tutor** at least one week in advance. If you need the tutor's email, please refer to the website "Directory" or the "Course Catalog" posted on the website.
  - **Fill out the "Withdrawal Form"** on the website to notify the Admin team.
- If you withdraw completely from GHC after the first day of classes and have service duty, you are still responsible for hiring a sub to fill your assigned shifts (\$25 per shift). Please contact the Service Duty Coordinator with any questions – [ghcserviceduty@gmail.com](mailto:ghcserviceduty@gmail.com).

## **Important 2022-2023 Registration Dates**

Starting in mid-February through mid-March class information and handbooks will be posted online. These are posted as they are completed.

### **April 1<sup>st</sup>**

- GHC website opens for new memberships.
- Returning members need to update their profiles for registration. Please adjust your student's profile to reflect their '22-'23 grade level.



### **April 12<sup>th</sup> – Open House**

- 6:00 - Tutor Set-up
- 6:30-8:00 - Open House

### **April 20<sup>th</sup> – Website closes, Classroom Assistant *online* form needs to be completed.**

- Website closes, for new memberships, at 9pm.
- Returning members should have their accounts updated.
- Deadline for Tutors to have the online CA form completed. The printed form is to be turned in on April 25<sup>th</sup>, at the paperwork drop off.

### **April 26<sup>th</sup> – Online Registration**

- 6am - Board, Staff
- 8am - Tutors
- 10am - Grace Church Members
- 12pm - Set-up/Reset/Babysitting Teams

### **April 27<sup>th</sup> – Online Registration**

- 8am - Returning 2021-2022 GHC Members not in any above category
- 12pm - New 2022-2023 Community Members

### **April 28<sup>th</sup> – All registrations close at 9:00pm.**

### **May 2<sup>nd</sup> – Paperwork/Check Drop Off – Register for a time on Sign-up Genius.**

- 11:00-3:30pm in Grace Church of Fredericksburg foyer
- You may pay by checks, money orders, or cash. Cash and money orders must be the exact amount for each individual class total that a student is registered in. Please note checks will not be held. \*\*\* See “Fees” section of the Handbook for more details.

### **May 9<sup>th</sup> – Tutor Check Pick-up**

### **May 15<sup>th</sup> – Tutors should have checks deposited.**

### **May 20<sup>rd</sup> – Website Membership Removal**

- Any families not registered for classes for the 2022-2023 year will be removed from the website.
- Please print any needed documentation before this date.

### **June 15<sup>th</sup> – Last day to drop a class and receive a tuition/material/showcase fee, and website fee refund.**

- Any student on a waitlist that is registered in a class at the same time as the waitlisted class will be dropped from the waitlist. This will be done because you will no longer be eligible for a class fee refund from the registered class.
- If you drop a class between this date and the close of all registrations, you will only receive a class fees refund if a student is placed in the class off the waitlist. The refund is issued after the new student has paid the class fees. All other fees(registration, website, background check) remain non-refundable.

### **TBD – A late registration may be held if there are slot available in classes.**

### **June 30<sup>th</sup> – Registration is completely closed.**

### **July 15<sup>th</sup> – Register for Service Duty Slots (This date is subject to change.)**